

# To View Your Outlook Inbox and Calendar at the Same Time

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Would you like to see both your Microsoft Outlook® Inbox and Calendar at the same time? Here's an easy way to do just that.

With Inbox open, right-click the **Calendar** shortcut on the Outlook Bar, and then click **Open in New Window** on the shortcut menu.

**Tip** You can use the procedure above to open any folder on the Outlook Bar or in the Folder List in a separate window.